



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 8/22/06

JOB TITLE: Assistant Director of Single Family Programs

SALARY: (R15) (\$ 63,172) - (\$ 92,143)

DIVISION: Single Family Programs

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Assist the Director with oversight and management of the Division; facilitate the management of Single Family Programs; supervise work performance of assigned staff members; coordinate the preparation of Agenda items; participate in the development of new programs; ensure that program implementations comply with Bond requirements; represent the Division at Bond meetings and facilitate, in conjunction with the Director, the Division's input into the Bond process; coordinate all Divisional activities in the Director's absence; complete special projects as assigned.

MINIMUM REQUIREMENTS

1) EDUCATION:

Four (4) year degree in Business Administration.

2) EXPERIENCE / SKILLS:

Extensive related experience; five (5) years supervisory experience or an equivalent combination of education and experience that meets the required knowledge, skills and abilities. Thorough knowledge of Single Family programs; program development and implementation methodology; ability to effectively plan and develop new programs; ability to deal tactfully and diplomatically with other Agencies, State and Federal officials, Agency employees, professional/technical groups and the general public.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.